



PROJECT MANAGER

FOR INTERREG VI-A LITHUANIA-POLAND PROGRAMME

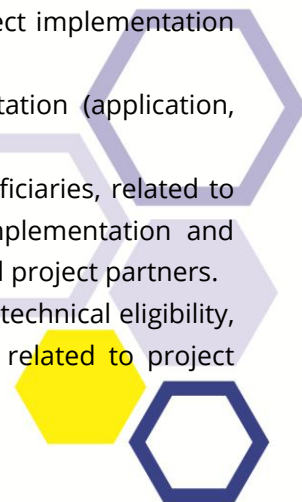
SPECIAL REQUIREMENTS FOR THE POSITION

1. University or equal to higher education in the field of law / economics / public administration / business administration or another relevant sphere.
2. Good command of written and oral Polish / Lithuanian and English languages (the level of English language should be not less than B2 according to the Europass); knowledge of Lithuanian / Polish would be an advantage.
3. Good knowledge of Polish / Lithuanian national legislation related to the use of the EU Structural funds in country and Cross border cooperation programmes and to apply this knowledge in everyday work.
4. Good knowledge of the EU legal acts regulating use of Structural funds and to apply this knowledge in everyday work.
5. Good knowledge of the main Programmes' documents.
6. Good knowledge of Polish / Lithuanian and EU legislation regulating public procurement procedures.
7. To have not less than 2 (two) years' experience in programme/project management.
8. To have administrative skills.
9. Ability to plan work and to organise activities independently, ability to work in the team and in the international environment.
10. Ability to manage, collect, systemise, summarise information and make conclusions.
11. Fluency both in written and oral presentation, knowledge of the record-keeping rules and rules for preparation of documents/legal acts.
12. Computer literacy (MS Office Pro, Internet).

RESPONSIBILITIES

While performing his/her duties the Project Manager must:

1. Carry out assignments set forth in the Procedures manuals of Programmes.
2. Cooperate with national institutions participating in the Programmes implementation (Managing authority, National authority, Audit authority, Institutions performing first level control), organisations implementing other European Territorial Cooperation and Cross border Cooperation programmes, European Union institutions.
3. To cooperate with other project and financial managers of Programmes on project implementation issues.
4. To prepare procedures and documents, related to the Programme implementation (application, assessment, reporting and monitoring) and regularly update them.
5. To provide information and cooperate with the Programme applicants and beneficiaries, related to preparation, application, assessment, contracting, progress or the projects, implementation and reporting, organize seminars for potential Programme applicants, beneficiaries and project partners.
6. On the basis of Programmes documents to assess administrative compliance and technical eligibility, as well as quality of the projects submitted, to file and systemise information related to project assessment.





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7. To monitor and check projects, in case of necessity to check projects on the spot.
8. To enter into Programmes' databases information related to projects and Programmes' implementation and regularly update it.
9. To check the reports and applications for payment submitted by the beneficiaries and to define the compliance with the provisions of the Subsidy contract.
10. To prepare and submit reports and/or information related to projects and Programmes implementation to the Managing authority, Certifying authority, Monitoring Committee of the Programme, Joint Steering Committee of the Lithuania-Poland programme, Polish institutions participating in the Programmes' implementation, as well as to the European Commission.
11. Within his/her competence, to keep all the documents related to the implementation of Programmes, as well the documents related to monitoring of projects according to the procedures and to ensure accessibility of these documents for institutions and persons having right to check it.
12. To provide assistance to the communication manager / communication and project managers, including support while organising and participating in the information events and seminars, preparing information for the Programmes' website and other information materials.
13. To represent the Programmes in public (including seminars, conferences etc.).
14. Prepare information for the Annual implementation and / or Final report of Programmes.
15. Participate in any internal and external work groups within his/her scope of duties and by assignment of the director of the Agency.
16. To perform public procurement procedures.
17. Carry out other tasks assigned by the head of the INTERREG programmes division, the director of the Agency.

